



WORCESTER
S T A T E
UNIVERSITY

**Finding Aid for
Worcester State University
Library Collection**

Created by Zachary Washburn, May 18, 2018

Updated September 21, 2023

Archives and Special Collections
Worcester State University Library

Worcester State University
486 Chandler Street
Worcester, MA 01602

TABLE OF CONTENTS

Collection Overview, 3

Call number

Repository

Location

Title

Date range

Extent

Creator (s)

Languages (s)

Abstract

Access and Use Information, 4

Physical access

Copyright and ownership

Citation format

Acquisition and Processing Information, 4

Accession number(s)

Provenance

Processing information

Biographical and historical information

Scope and Content, 4-5

Arrangement, 5

Series I

Series II

Series III

Series IV

Series V

Series VI

Series VII

Series IX

Series X

Access Points, 5-6

Related Collections, 6

Descriptive Inventory, 6-18

COLLECTION OVERVIEW

Call Number	WSU.0013
Repository	Archives and Special Collections, Worcester State University
Location	Learning Resource Center, L-328A
Title	Worcester State University Library Collection
Date range	1878-2023; Bulk 1972-2015
Extent:	16 linear feet (29 boxes)
Creator(s)	Worcester State University
Language(s)	English
Abstract	Worcester State Library materials detailing library programs and activities including acquisition and catalog records, annual reports of both the Library as a department, as a part of the larger Learning Resource Center (LRC) structure. Collection includes campus-wide memos, policies and procedures of the library, and materials from Academic Policies Committee (APC).

ACCESS AND USE INFORMATION

Physical Access	Materials are available for use only in the Archives Reading Room (L-328A). Users must handle materials with clean hands.
Copyright and ownership	Researchers are responsible to obtain appropriate permissions before republishing materials under copyright.
Citation format	[Box/folder] Worcester State University Library Collection, Archives and Special Collections, Worcester State University Library, Worcester State University.

ACQUISITION AND PROCESSING INFORMATION

Accession number(s)	Pre2015.0011, 0012, 0013, 0032, 0034, 0065; 2015.007, 008, 009. ACC.2019.0022
Provenance	Materials were acquired or created by library and university personnel between 1878 and 2022.
Processing information	Inventory completed and processed by Zachary Washburn, Graduate Student Archival Assistant. Materials were placed into archival folders and boxes arranged into series. Some items were removed from binders. Items containing confidential personnel information and student information were removed. Additional accruals have been added.
Biographical and historical information	The library of Worcester State University is housed in the LRC which opened in 1971. Prior to this, the library was housed in the gymnasium building (1958-2014), and prior to that on the fourth floor of the Shaughnessy Administration Building. Before the campus moved to its current location, the library was in the main building of the college on Saint Anne's Hill. Until 1971 the library was under the leadership of a designated head librarian. From 1971 to the early 1990s, the library fell under the umbrella of the LRC administration. In 1999, the library saw its first director under the current leadership model.

SCOPE AND CONTENT

The Worcester State University Library Collection features materials relating to collections, operations, and personnel of the Worcester State University library from 1878 to the present. Present are detailed annual reports from the early 1960s to 2018 and include reports from both the LRC and the library. Records from the Technical Services department include annual reports and drafts, and statistical data from the early 1960s to 2014. Print and non-print accessions, cataloging, and conversion records can be found in the series on library holdings.

ARRANGEMENT

This collection is arranged in nine series.

SERIES I Academic Policies Committee (APC) Materials, 2007-2010 [closed]
Contains APC meeting agendas, minutes, and correspondences, along with materials relating to the APC Library Subcommittee. Series is closed for 50 years from the date of creation.

SERIES II	Administration and LRC, 1912-2023 Contains LRC and Library handbooks, memos, along with general correspondence.
SERIES III	Annual Reports of the Library and LRC, 1961-2014 Contains annual reports of the Library and LRC. Drafts and materials relating to the annual reports can also be found in this series.
Series IV	Archives and Special Collections, 1993-2021, n.d. Contains inventories of the archives and special collections, along with general archive information and patron log.
Series V	Library Holdings, 1878-2005, n.d. Contains materials on the library holdings including accession records, cataloging records for both print and non-print, discarded and deleted materials, and converted media records.
SERIES VI	Instruction and Reference 1985-1998, n.d. Contains librarian-led classroom demonstration records, reference service materials and Dialog account information.
SERIES VII	Policies and Procedures, 1982-2005, n.d. Contains policies for several intra-library departments.
SERIES VIII	Technical Services, 1971-2014, n.d. Contains materials relating to the Technical Services department. Materials include department annual reports and drafts, and statistical reports.
SERIES IX	Worcester State Materials, 1975-2012, n.d. Contains general campus-wide memos and campus policies.

ACCESS POINTS

Terms below correspond to Library of Congress name or subject headings.

People	Das Gupta, Krishna (1924- Joyce, William Dudgeon
Organizations	Worcester State Teachers College

Worcester State College
Worcester State University

General Subject	Worcester (Mass) – History
Terms	Teachers Colleges – Massachusetts – History Worcester State Teachers College – Library Worcester State College – Library Worcester State College – Learning Resource Center Worcester State University – Library

RELATED COLLECTIONS

WSU.0001 Worcester State University Course Catalogs

DESCRIPTIVE INVENTORY

SERIES I **Box/fldr** **Academic Policies Committee (APC) Materials, 2004-2010 [closed]**

25.1	APC 2007-2008
25.2	APC Academic Honesty, 2008
25.3	APC Emails, 2007-2010
25.8	APC IT Subcommittee Emails, 2005
26.2	APC Library Subcommittee folder 1, n.d.
26.3	APC Library Subcommittee folder 2, 2007, n.d.
26.4	APC Library Subcommittee folder 3, 2005, n.d.
26.5	APC Library Subcommittee folder 4, 2004-2006, n.d.
26.6	APC Library Subcommittee folder 5, 2004, n.d.
26.7	APC Library Subcommittee folder 6, 2004, n.d.
26.1	APC Library Survey, 2005
25.4	APC Meetings, 2004-2005
25.5	APC Minutes and Agendas, 2006
25.6	APC Minutes and Agendas, 2008-2009
25.7	APC Minutes and Agendas, 2009-2010 Includes Related

SERIES II **Box/fldr** **Administration and LRC, 1912-2023, n.d.**

2.34	Canterbury Distribution Catalog, 1992
2.35	Carle Media Catalog, 1992
1.18	Dialogue Information Retrieval Service, n.d.
1.20	Dick, Daniel; publication, n.d.
2.29	ERIC Document Reproduction Service Account, 1987

2.30	ERIC Document Reproduction Service Statement, 1988
27.4	ITV Planning, 1975
2.36	Krishna DasGupta 1987, 1995
2.6	Library Accomplishments draft, 2016-2017
27.1	Library Accounts, 1962-1971
1.14	Library Account Book, 1961-1968
2.38	Library Bookmarks and brochures; 2018, n.d.
27.7	Library Bookplates, 1912-n.d.
2.1	Library Budget, Spring 1971
28.4	Library Budget, 2001-2017
27.7	Library Calendars, 1992-2018
OS.2.6	Library Circulation Statistics, 1954-1967
1.22	Library Clippings, 1969-2013
1.17	Library Ephemera; Promotional button, n.d.
1.16	Library Ephemera; Property stamp, n.d.
2.7	Library Evaluation of Chairperson Memo, n.d.
2.8	Library First Year Student Handouts, 2009
2.2	Library floor plans, c. 1965
2.3	Library floor plan, 1992, n.d.
1.23	Library forms 2016, n.d.
2.10	Library Goals, 2000-2001
2.9	Library Goals and Action Plans, 1999-2000
1.13	Library Handbook, 1969
1.4	Library Handbook, 1978
1.1	Library Handbook: Faculty , 1994-1995
1.2	Library Handbook: Student Worker, 2005
1.3	Library Handbook: Student Worker, 2010
27.9	Library Information, n.d.
2.11	Library Instructional Correspondence, 1933, 1937
27.5	Library, LibQual, 2014
27.6	Library LibQual documents, 2013-2014
2.43	Library Memos and Reports, 1964-1969
2.12	Library Newsletter, 1994
2.13	Library Newsletter, 1995
2.14	Library Personnel 1996-2014, n.d.
27.10	Library photograph, 1931
2.37	Library Science Program, 1963-1971
27.2	Library Staffing: 1970, n.d.
2.15	Library Staff Meeting Email, 2003
2.16	Library Staff Meeting Minutes, 2006-2007
2.17	Library Staff Meeting Minutes, 2007-2008
2.18	Library Staff Meeting Minutes, 2008-2009
2.19	Library Staff Meeting Minutes, 2010-2011

2.21	Library Strategic Plan 2003-2017
2.20	Library Strategic Planning Process, 2002-2003
2.25	Library Supply Order, 1979
2.26	Library Supply Order Note, n.d.
1.21	Library survey responses; 2008, 2012
2.31	List of Librarians in New England, 1986
OSF.1	LRC Ephemera; Plastic tote bag, ND
1.15	LRC Ephemeras; Ticked off Ticket, ND
1.19	LRC groundbreaking, 1968
1.5	LRC Handbook, 1983
1.6	LRC Handbook, 1985
1.7	LRC Handbook, 1987
1.8	LRC Handbook, 1988
1.9	LRC Handbook, 1989
1.10	LRC Handbook, 1990
1.11	LRC Handbook, 1992
1.12	LRC Handbook, 1993
2.4	LRC Memos, 1985-1995
2.44	LRC Newsletter, 1971-1995
2.42	LRC Organization and Planning, 1971
2.5	LRC Survey, 1976
28.8	Meeting Minutes, 2004-2017
28.10	Memoranda, 1974-2015
2.22	MSCA Union Contract Library Policies Committee, n.d.
2.27	Nelinet Online Catalog Technical Memo: 1977, 1982
2.28	Online Public Access Public Workshop, 1987
OS1.F.2	Plaque; Evelyn Cote Materials Area, 1980
OS1.F.1	Plaque; Neil Brophy Study Area, n.d.
27.3	Production Services, 1987-1988
2.45	Programs and Events: 1999-2023
2.47	Programs and Events: Diary book release, 2019
2.46	Programs and Events; LRC 50th Anniversary, 2018-2019
OS.3	Programs and Events: LRC 50th exhibit panels, 2018
2.48	Promotional, n.d.
2.23	Report of Evaluation Visit to WSC Library, 2007
2.24	September 11, 2001 Note from Mary McNamara, 2001
2.41	Vincent Piccolo, 1958-1972
28.14	WACL Committee, 1995-1999
2.32	WACL Disaster Planning Workshop, 1991
2.33	WACL Meetings and Events, 1993-1994

SERIES III
Box/fldr

Annual Reports, 1961-2014

- 3.1 Library Annual Report 1961-1962
- 3.2 Library Annual Report 1962-1963. Includes Related
- 3.3 Library Annual Report 1963-1964. Includes Related
- 3.4 Library Annual Report 1964-1965
- 3.5 Library Triennial Report: 1968
- 3.6 Library Annual Report, 1969-1970
- 3.7 Library Annual Report, 1971-1972
- 3.8 Library Monthly Reports: January-February 1974
- 3.9 Library Annual Report, 1974-1975
- 3.10 Library Annual Report, 1978-1979. Includes Related
- 3.11 Library Annual Report, 1980-1981 (Part)
- 3.12 Library Annual Report, 1981-1982 (c.1)
- 3.13 Library Annual Report, 1981-1982 (c.2)
- 3.14 Library Annual Report, 1981-1982 Draft (c.1)
- 3.15 Library Annual Report, 1981-1982 Draft (c.2)
- 3.16 Library Annual Report, 1982-1983 (c.1)
- 3.17 Library Annual Report, 1982-1983 (c.2)
- 3.18 Library Annual Report, 1983-1984 (c.1)
- 3.19 Library Annual Report, 1983-1984 (c.2)
- 3.20 Library Annual Report, 1984-1985 (c.1)
- 3.21 Library Annual Report, 1984-1985 (c.2) Includes Related
- 4.1 Library Annual Report, 1985-1986 [Technical Services]
- 4.2 Library Annual Report, 1986-1987 ver. 1, c. 1
- 4.3 Library Annual Report, 1986-1987 ver. 1, c. 2
- 4.4 Library Annual Report, 1986-1987 ver. 2
- 4.5 Library Annual Report, 1987-1988 c. 1
- 4.6 Library Annual Report, 1987-1988 c. 2
- 4.7 Library Annual Report, 1988-1989 ver. 1
- 4.8 Library Annual Report, 1989-1990 c. 1
- 4.9 Library Annual Report, 1989-1990 c.2
- 4.10 Library Annual Report, 1989-1990 Draft
- 4.11 Library Annual Report, 1990-1991 c. 1
- 4.12 Library Annual Report, 1990-1991 c. 2
- 4.13 Library Annual Report, 1991-1992 c. 1
- 4.14 Library Annual Report, 1991-1992 c. 2
- 4.15 Library Annual Report, 1992-1993 c. 1
- 4.16 Library Annual Report, 1992-1993 c. 2
- 4.17 Library Annual Report, 1993-1994 c. 1
- 4.18 Library Annual Report, 1993-1994 c. 2
- 5.1 Library Annual Report, 1994-1995 c. 1
- 5.2 Library Annual Report, 1994-1995 c. 2
- 5.3 Library Annual Report, 1995-1996 c. 1
- 5.4 Library Annual Report, 1995-1996 c. 2

5.5	Library Annual Report, 1996-1997 c. 1
5.6	Library Annual Report, 1996-1997 c. 2
5.7	Library Annual Report, 1997-1998 c. 1
5.8	Library Annual Report, 1997-1998 c. 2
5.9	Library Annual Report, 1998-1999 c. 1
5.10	Library Annual Report, 1998-1999 c. 2
5.11	Library Annual Report, 1999-2000 ver. 1
5.12	Library Annual Report, 1999-2000 ver. 2, c. 1
5.13	Library Annual Report, 1999-2000 ver. 2, c. 2
5.14	Library Annual Report, 1999-2000 revised, c. 1
5.15	Library Annual Report, 1999-2000 revised, c. 2
5.16	Library Annual Report, 2000-2001 c. 1
5.17	Library Annual Report, 2000-2001 c. 2
5.18	Library Annual Report, 2001-2002 c. 1
5.19	Library Annual Report, 2001-2002 c. 2
5.20	Library Annual Report, 2002-2003 c. 1
5.21	Library Annual Report, 2002-2003 c. 2
6.1	Library Annual Report, 2003-2004 c. 1
6.2	Library Annual Report, 2003-2004 c. 2
6.3	Library Annual Report, 2004-2005 c. 1
6.4	Library Annual Report, 2004-2005 c. 2
6.5	Library Annual Report, 2005-2006 c. 1
6.6	Library Annual Report, 2005-2006 c. 2
6.7	Library Annual Report, 2006-2007 c. 1
6.8	Library Annual Report, 2006-2007 c. 2
6.9	Library Annual Report, 2007-2008 c. 1
6.10	Library Annual Report, 2007-2008 c.2
6.11	Library Annual Report, 2008-2009 c. 1
6.12	Library Annual Report, 2008-2009 c. 2
6.13	Library Annual Report, 2009-2010 c. 1
6.14	Library Annual Report, 2009-2010 c. 2
6.15	Library Annual Report, 2010-2011 c. 1
6.16	Library Annual Report, 2010-2011 c. 2, Includes Related
6.17	Library Annual Report, 2011-2012 c. 1
6.18	Library Annual Report, 2011-2012 c. 2
6.19	Library Annual Report, 2012-2013
6.20	Library Annual Report, 2014 c. 1
6.21	Library Annual Report, 2014 c. 2
6.24	Library Annual Report, 2016-2017
6.22	Library Annual Report, 2018, c.1
6.23	Library Annual Report, 2018, c.2
28.1	Library Annual Report, 2019 c.1
28.2	Library Annual Report, 2019 c.2

28.15	Library Annual Report, 2020-2021 c.1
28.16	Library Annual Report, 2020-2021 c.2
7.1	LRC Annual Report, 1972-1973
7.2	LRC Annual Report, 1973-1974 c. 1
7.3	LRC Annual Report, 1973-1974 c. 2
7.5	LRC Annual Report, 1975-1976 c. 1
7.6	LRC Annual Report, 1975-1976 c. 2
7.7	LRC Annual Report, 1976-1977 c. 1
7.8	LRC Annual Report, 1976-1977 c. 2
7.9	LRC Annual Report, 1977-1978 c. 1
7.10	LRC Annual Report, 1977-1978 c. 2
7.11	LRC Annual Report, 1978-1979 [Unabridged; Includes Related] c. 1
7.12	LRC Annual Report, 1978-1978 [Unabridged] c. 2
7.13	LRC Annual Report, 1979-1980 c. 1
7.14	LRC Annual Report, 1979-1980 c. 2
7.15	LRC Annual Report, 1979-1980 [Unabridged]
8.1	LRC Annual Report, 1980-1981 c. 1
8.2	LRC Annual Report, 1980-1981 c. 2
8.3	LRC Annual Report, 1981-1982 [1 st edition]
8.4	LRC Annual Report, 1981-1982
8.5	LRC Annual Report, 1981 [Addendum]
8.6	LRC Annual Report, 1982-1983 c. 1
8.7	LRC Annual Report, 1982-1983 c. 2
8.8	LRC Annual Report, 1983-1984 c. 1
8.9	LRC Annual Report, 1983-1984 c. 2
8.10	LRC Annual Report, 1984-1985 c. 1
8.11	LRC Annual Report, 1984-1985 c. 2
8.12	LRC Annual Report, 1985-1986 c. 1
8.13	LRC Annual Report, 1985-1986 c. 2
8.14	LRC Annual Report, 1986-1987 c. 1
8.15	LRC Annual Report, 1986-1987 c. 2
8.16	LRC Annual Report, 1987-1988 c. 1
8.17	LRC Annual Report, 1987-1988 [Includes Related] c. 2
8.18	LRC Annual Report, 1988-1989 c. 1
8.19	LRC Annual Report, 1988-1989 c. 2
8.20	LRC Annual Report, 1989-1990 c. 1
8.21	LRC Annual Report, 1989-1990 c. 2
8.22	LRC Annual Report, 1990-1991
8.23	LRC Annual Report, 1991-1992 c. 1
8.24	LRC Annual Report, 1991-1992 c. 2
7.4	LRC, Communication Division Report, 1973-1974

SERIES IV**Box/fldr****Archives and Special Collections, 1993-2018, n.d.**

14.1	Archive Books Located in L-328A, 2012
14.7	Archives: Article, 2017
14.8	Calendar, 2022
14.6	Datestone/Time Capsule, 2018
14.2	Glass Slide Collection Inventory, 1999
14.3	Mary-Ellen Meegan Children's Library Dedication, 2013
14.4	Reference Archives List, 1993
14.5	Special Collections Inventory, 1998

SERIES V**Box/fldr****Holdings, 1878-2005, n.d.**

OS. 1.1	Accession Book, 1878-1881
OS. 1.2	Accession Book, 1891-1911
OS. 1.3	Accession Book, 1912-1920
OS.1.4	Accession Book, 1920-1936
OS.2.1	Accession Book, 1937-1943
OS.2.2	Accession Book, 1943-1948
OS.2.3	Accession Book, 1948-1953
OS.2.4	Accession Book, 1953-1956
OS.2.5	Accession Book, 1957-1959
15.11	Accession Record, 1961-1973
15.13	Books for College Libraries Program, 1973-1974
20.2	Book Repair, 1995-1996
15.10	Cassette Tape Catalog Records, 1990-1993
19.8	Cassette Tape Catalog Records (converted), n.d.
19.9	Cassette Tapes Conversion Catalog Records folder 1, 1994-1995, n.d.
19.10	Cassette Tapes Conversion Catalog Records folder 2, 1994-1995, n.d.
28.7	Collections, 1997-2009
20.5	Deleted and Discarded Records, 2000, n.d.
20.6	Deleted and Discarded Records, 2000, n.d.
20.3	Deleted Materials, 2000, n.d.
15.1	Endeavor Exported List, 1998-1999
15.2	Endeavor Exported List, 1998-2000, n.d.
15.14	Gifts, 2016
15.3	Gifts from the Knights of Vartan, 1999
20.4	IMS Discards, 2009-2010
15.12	Instructional Materials, 1963-1970
15.5	Instructional Materials, 1970-1971
15.4	Inventory, 1973
19.7	MRDF Converted Catalog Records, 1990-1995
16.1	Non-Print Accession Records, 1972-1973

16.2	Non-Print Accession Records, 1974-1976
16.3	Non-Print Accession Records, 1974-1976 Related Material
16.4	Non-Print Accession Records, 1979-1984 folder 1
16.5	Non-Print Accession Records, 1979-1984 folder 2
16.6	Non-Print Accession Records c.1984 folder 1
16.7	Non-Print Accession Records c.1984 folder 2
16.8	Non-Print Accession Records c.1984 folder 3 Includes Related
15.8	Non-Print Catalog Records folder 1, 2000, n.d.
15.9	Non-Print Catalog Records folder 2, 2000, n.d.
15.6	Periodical Holdings, May 1980
20.1	Relabeling Project, 2002
15.7	Replacement Materials, 1977
19.2	Videos (converted) November 1993
19.3	Videos (converted) December 1-14, 1993
19.4	Videos (converted) December 15-30, 1993
19.5	Videos (converted) January 3-13, 1994
19.6	Videos (converted) January 19-28, 1994
17.1	Videorecording Catalog Records, 700-724
17.2	Videorecording Catalog Records, 725-749
17.3	Videorecording Catalog Records, 750-774
17.4	Videorecording Catalog Records, 775-799
17.5	Videorecording Catalog Records, 800-824
17.6	Videorecording Catalog Records, 825-849
17.7	Videorecording Catalog Records, 850-874
17.8	Videorecording Catalog Records, 875-899
17.9	Videorecording Catalog Records, 900-924
17.10	Videorecording Catalog Records, 925-949
17.11	Videorecording Catalog Records, 950-974
17.12	Videorecording Catalog Records, 975-999
17.13	Videorecording Catalog Records, 1000-1024
17.14	Videorecording Catalog Records, 1025-1049
18.1	Videorecording Catalog Records, 1050-1074
18.2	Videorecording Catalog Records, 1075-1099
18.3	Videorecording Catalog Records, 1100-1124
18.4	Videorecording Catalog Records, 1125-1149
18.5	Videorecording Catalog Records, 1150-1174
18.6	Videorecording Catalog Records, 1175-1198
18.7	Videorecording Catalog Records, 1200-1224
18.8	Videorecording Catalog Records, 1225-1249
18.9	Videorecording Catalog Records, 1250-1274
18.10	Videorecording Catalog Records, 1275-1280
18.11	Videorecording Catalog Records, 2000-2024
18.12	Videorecording Catalog Records, 2025-2049

18.13	Videorecording Catalog Records, 2050-2074
18.14	Videorecording Catalog Records, 2075-2099
18.15	Videorecording Catalog Records, 2100-2124
18.16	Videorecording Catalog Records, 2125-2132
19.1	Videorecording Reclassification Project, 2005

SERIES VI
Box/fldr

Instruction and Reference, 1985-1998, n.d.

22.1	Class Demo: Nancy Harris, Early Childhood Education, 1997
22.2	Class Demo: Mary Ann Hebardt, Computer Science, 1992
22.3	Class Demo: Don Joyal, Business Management and Administration, 1997
22.4	Class Demo: Tej Kalia, Business Administration/Economics, 1993
22.5	Class Demo: Tom Koller, Media, Arts, and Philosophy, 1993
22.6	Class Demo: Wei Pang Lee, Statistics/Economics, 1999
22.7	Class Demo: Matelka, Occupational Therapy, n.d.
22.8	Class Demo: Mary Ellen Meegan, Early Childhood Education, n.d.
22.9	Class Demo: Melvin Merken, Chemistry, n.d.
22.10	Class Demo: Patrick O'Connor, Education, 1997
22.11	Class Demo: Steve Oliver, Biology, 2003
22.12	Class Demo: Maura Pavao, Biology, n.d.
22.13	Class Demo: Frank Pizziferri, Sociology, 1993
22.14	Class Demo: Catherine Quint, Early Childhood Education, 1997
22.15	Class Demo: Dan Shartin, Philosophy, 1997
22.16	Class Demo: Ann Marie Shea, Theatre-Visual and Performing Arts, 1993
22.17	Class Demo: Elaine Tateronis, Education, 1997
22.18	Class Demo: Steven Trimby, Economics, n.d.
22.19	Class Demo: Kristin Waters, Strategies of College Success, 1999
22.20	Class Demo: Gary Young, Principles of Marketing, 1997
21.1	Dialog Account Management Reports, July 1996 – May 1987
21.2	Dialog Account Management Reports, August 1997 – March 1998
21.3	Dialog Handouts, n.d.
21.4	Dialog Online Search Listing, 1986
21.5	Dialog Search Records and Invoices, 1986-1991
21.6	"How to Use the Library", n.d.
21.7	Library Research Newsletter, Spring 2009
21.8	Library Research Help Packets, n.d.
21.9	Misc. Reference and Bibliographic Documents, 1987, n.d.
21.10	Online Searches Monthly Template, n.d.
21.11	Online Search Correspondence, 1985-1989
21.12	Online Search Correspondence, 1992-1993
21.13	Online Searches, October 2003
21.14	Ready Reference Searches, October 2003
21.15	Ready Reference Notes, 1988

- 21.16 Reference Desk Materials, n.d.
- 21.17 Search Request Forms, n.d.
- 21.18 Searching WorldCat Reference Card, n.d.

SERIES VII

Box/fldr

Policies and Procedures, 1992-2019, n.d.

- 23.1 Acquisitions Policy, 1982
- 23.2 Circulation Policies, 2005, n.d.
- 23.3 Cross Borrowing Policy, n.d.
- 23.11 Emergency Guide Supplement, 2019
- 23.4 IMS Policy, 1979
- 23.5 Interlibrary Loan (ILL) Policies, 1997
- 23.6 Phonodiscs Policy and Procedures, 1974
- 23.10 Policies and Procedures, General: 1962-1971
- 28.11 Policies, 2018, n.d.
- 23.7 Reserve Policies, 2005
- 23.8 Technical Services Policies and Procedures, 1999, n.d.
- 23.9 WSC Archives Policy, 2001, n.d.

SERIES VIII

Box/fldr

Technical Services, 1974-2005

- 28.5 Cataloging, 1976, n.d.
- 28.6 Cataloging Reports, 1993-2008
- 28.17 Forms, n.d.
- 28.9 McNamara, Mary, 1970-1995
- 28.12 Products, 1998, n.d.
- 28.13 Reports, 1995-2019
- 9.1 Tech Serv Annual Report Draft, July 1974-June 1975
- 9.2 Tech Serv Annual Report, July 1974-June 1975
- 9.3 Tech Serv Annual Report Draft, July 1975-June 1976
- 9.4 Tech Serv Annual Report, July 1976-June 1977
- 9.5 Tech Serv Annual Report, July 1977-June 1978
- 9.6 Tech Serv Annual Report Draft, July 1978-June 1979
- 9.7 Tech Serv Annual Report Draft, July 1979-June 1980
- 9.8 Tech Serv Annual Report, July 1979-June 1980
- 9.9 Tech Serv Annual Report, July 1980-June 1981
- 9.10 Tech Serv Annual Report Draft, July 1981-June 1982
- 9.11 Tech Serv Annual Report, 1981-1982
- 9.12 Tech Serv Annual Report Draft, 1982-1983
- 9.13 Tech Serv Annual Report, 1982-1983
- 9.14 Tech Serv Annual Report, July 1983- June 1984
- 9.15 Tech Serv Annual Report, July 1985- June 1985 Includes Related
- 9.16 Tech Serv Annual Report Draft, 1985-1986

9.17	Tech Serv Annual Report, July 1985-June 1986
9.18	Tech Serv Semi-Annual Report, July-December 1986
9.19	Tech Serv Annual Report Draft, 1986-1987
9.20	Tech Serv Annual Report, July 1986-June 1987
9.21	Tech Serv Annual Report Draft, 1987-1988
9.22	Tech Serv Annual Report Draft, 1988-1989
9.23	Tech Serv Annual Report Draft, 1989-1990
9.24	Tech Serv Annual Report, 1989-1990
9.25	Tech Serv Annual Report Draft, 1990-1991
9.26	Tech Serv Annual Report Draft, 1991-1992
9.27	Tech Serv Annual Report Draft, 1992-1993
9.28	Tech Serv Annual Report Draft, 1993-1994
9.29	Tech Serv Annual Report Draft, 1994-1995
9.30	Tech Serv Annual Report Draft, 1995-1996
9.31	Tech Serv Annual Report Draft, 1996-1997
9.32	Tech Serv Annual Report Draft, 1997-1998
9.33	Tech Serv Annual Report, July 1997-June 1998
9.34	Tech Serv Annual Report Draft, 1998-1999
9.35	Tech Serv Annual Report Draft, July 1999-June 2000
9.36	Tech Serv Annual Report, July 1999-June 2000
10.1	Tech Serv Annual Report Draft, July 2000-June 2001
10.2	Tech Serv Annual Report, July 2000-June 2001
10.3	Tech Serv Annual Report Draft, July 2001-June 2002
10.4	Tech Serv Annual Report Draft, July 2002-June 2003
10.5	Tech Serv Annual Report, July 2002-June 2003
10.6	Tech Serv Annual Report Draft, 2003-2004
10.7	Tech Serv Annual Report, July 2003-June 2004
10.8	Tech Serv Annual Report Draft, 2004-2005
10.9	Tech Serv Annual Report, July 2004-June 2005
10.10	Tech Serv Annual Report Drafts, July 2004-June 2005
10.11	Tech Serv Annual Report Draft, July 2005-June 2006
10.12	Tech Serv Annual Report, July 2005-June 2006
10.13	Tech Serv Annual Report Draft, July 2006-June 2007
10.14	Tech Serv Annual Report, July 2006-June 2007
10.15	Tech Serv Annual Report Draft, July 2007-June 2008
10.16	Tech Serv Annual Report, July 2007-June 2008
10.17	Tech Serv Annual Report Draft, July 2008-June 2009
10.18	Tech Serv Annual Report, July 2008-June 2009
10.19	Tech Serv Annual Report Draft, July 2009-June 2010
10.20	Tech Serv Annual Report, July 2009-June 2010
10.21	Tech Serv Annual Report Draft, July 2010-June 2011
10.22	Tech Serv Annual Report, July 2010-June 2011
13.9	Tech Serv Statistics, July 2011 – June 2012

13.10 Tech Serv Statistics, July 2012 – June 2013
 13.11 Tech Serv Statistics, July 2013 – June 2014
 13.12 Tech Serv Statistical Worksheets, n.d.

SERIES IX
Box/fldr

Worcester State Materials, 1974-2012, n.d.

28.3 AFSCME, 1980-2010
 24.1 AFSCME Holiday and Snow Day Memos, 1977
 24.2 AFSCME Memos, 1985
 24.3 AIDS information, n.d.
 24.4 Alcohol and Drugs Memo, 2012
 24.5 Attendance Reporting and Banked Time, 1975-2009
 24.6 Campus Memos, n.d.
 24.7 Commonwealth of Massachusetts Employee Handouts, 1986, 2012
 24.8 Communiqué, Nov-Dec 2006, Apr 2007, Nov 2007
 24.9 Council of Women in Public Higher Education Conference, 1974
 24.10 Diversity, Inclusion, and Equal Opportunity Handouts 2006-2007, n.d.
 24.11 Emergency Response Plan for the College Community, 2006
 24.12 Holidays and Snow Days Memos, 1976-2011
 24.13 IT Fax Cover Sheets, n.d.
 24.15 Office of Personnel Top Report , Nov 1995, Sep 1996
 27.11 One Card information, n.d.
 24.16 Payroll Calendars and Memos, 1991-2012
 24.17 Sick Time Donation Memo, 2000
 24.18 Strategic Priorities for WSU, FY 2004-2009
 24.19 U.S. Department of Homeland Security Safety Package, 2001
 24.14 Vacation time Memo, 1997
 24.20 Worcester State Campus Memos, 1984-2000
 24.25 WSU Anti-Bullying and Harassment Materials, 2012, n.d.
 24.21 WSC Annual Report, 1998-1999, Includes Related
 24.22 WSC Annual Report, 1999-2000
 24.26 WSC Center for the Study of Human Rights Symposium 1985
 24.23 WSC Letterhead, n.d.
 24.27 WSC Phone System Instructions, n.d.
 24.24 WSU Sexual Assaults and Harassment Handouts, n.d.
 24.28 WSU Theme Semester Bookmark, 2011